



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** Environmental Management Systems
Self Declaration Protocol

Date: FEB 3 2005

From: Administrator

Reply to
Attn. of: Carl E. Burleson
x73576

To: See Distribution List

The Federal Aviation Administration (FAA) has committed to complete the implementation of environmental management systems (EMSs) at appropriate facilities by the end of 2005, as required by Executive Order 13148, "Greening the Government through Leadership in Environmental Management". Also FAA is required to declare that it has actually implemented such systems required by the Executive Order. To do this, FAA needs to create and follow a Protocol for Self-Declaration of Conformance.

The Office of the Federal Environmental Executive (OFEE) issued an *EMS Self-Declaration Protocol* memorandum on January 27, 2004. This memorandum directs Operating Administrations (OAs), such as FAA, to create their own EMS protocols for declaring conformance to the terms of Executive Order 13148. In response, the Office of the Secretary has provided minimum criteria that FAA must meet in its protocol.

The purpose of this memorandum is to create the protocol for FAA lines of business (LOB). The Office of Environment and Energy must ensure the protocol is carried out and that notification is properly given when all elements have been satisfied. The following are specific elements of the FAA EMS Self-Declaration Protocol that must be satisfied.

1. FAA must create an environmental management policy that is signed by the Administrator and updated periodically, as needed.
2. Each of the identified LOBs must create an EMS based on the ISO-14001 standard.
3. Internal EMS audits must be conducted at each LOB yearly.
4. External EMS audits must be conducted at each identified LOB every three years. (External reviewers are selected to be from outside the scope of the EMS being audited but may be from inside the FAA. Audit teams may include headquarters, LOB and field personnel).
5. FAA internal and external EMS reviewers must be trained to conduct EMS audits.

Reviewers must have received a certificate of satisfactory completion from an instructor with four or more years of experience in the implementation and auditing of EMS at Federal facilities. The training must be a minimum of two days.

6. The criteria used for each internal or external EMS audit covers both the requirements of ISO-14001 and the salient features of the particular EMS completed at the LOB that is being audited. (Audit criteria will be documented for each appropriate LOB as part of its EMS.)
7. The top management of each identified LOB conducts a yearly management review of its EMS as specified in ISO-14001.
8. The top management of each appropriate LOB will make a self-declaration statement that the EMS is in place based on this self-declaration protocol.
9. The FAA Administrator conducts a yearly management review of the summary status of EMS systems at FAA. AEE-200 prepares the yearly status report and arranges the review with the Administrator's Office.
10. The top management of each appropriate LOB will address issues and suggestions that result from the Administrator's review.
11. FAA's self-declaration protocol will be reviewed every three years to consider any changes in FAA activities, programs or priorities, as necessary.



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